

JOB AID

RECRUIT & SELECTION PROCESS

MERIT PROMOTION SAMPLE

HR SPECIALIST

1. HR Specialist initiates RECRUITMENT & SELECTION action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA/Rep Checks (EHRP) Request



TRANSACTION INFORMATION

* Required fields

WTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3680	sp47e@nih.gov	Recruitment/Selection	08/30/2004	08/30/2004 11:28:55
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent		Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
Position Title	Pay Plan	Series	Grade
Human Resources Assistant (OA)	GS	0203	7
Position Number	Job Code	CAN*	888888888
TK Number*	Base Salary	Total Salary	
Certificate Type	MP		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice	Sally James			

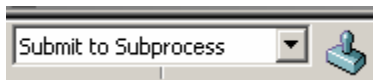
ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

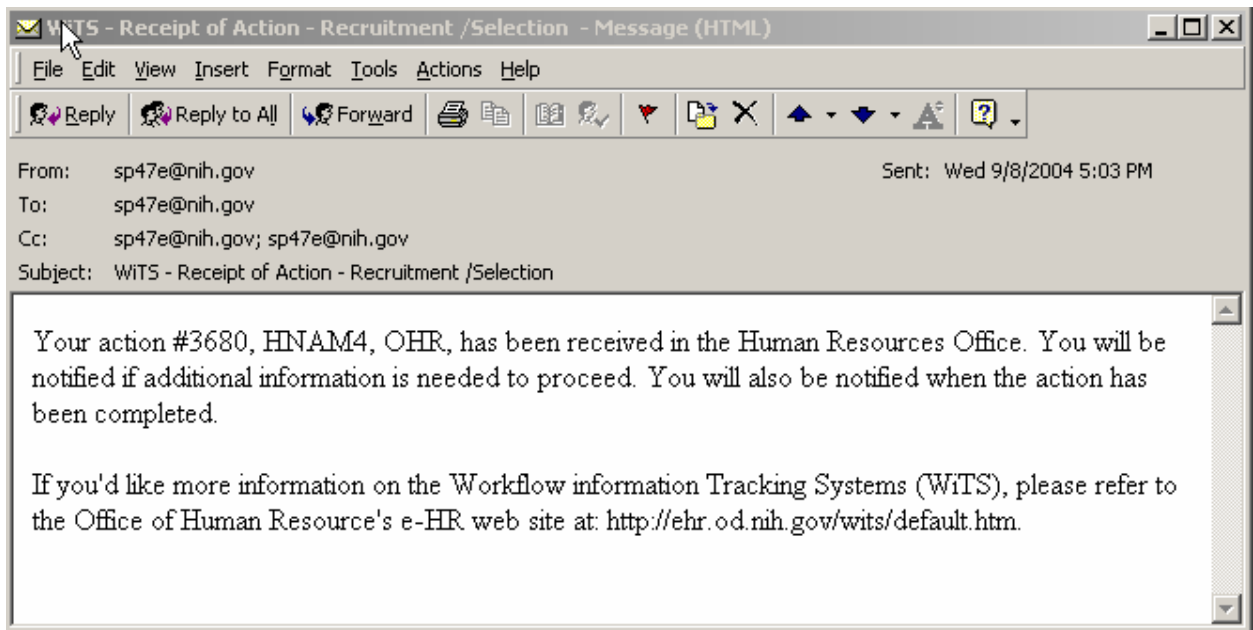
COMMENTS

Comments/Status	
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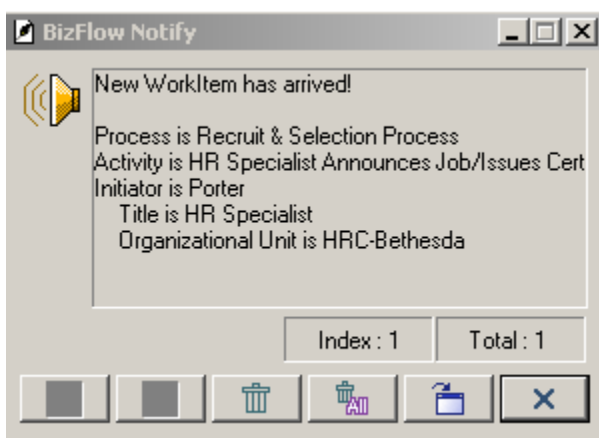
2. HR Specialist selects “Submit to Subprocess” and clicks on  to end the “Initiate Action” process and retrieve the “Recruitment & Selection” input sheet.




An automatic email notice that the Recruit & Selection action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



3. HR Specialist receives e-mail or WiTS pop-up window notification that a new workitem has been received.



4. HR Specialist opens Recruit & Selection action to retrieve the two-page input sheet. From Page 1, click on  to open Page 2.



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HR Specialist Announces Job/Issues Cert/Sele

TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3680	sp47e@nih.gov	Recruitment/Selection	08/30/2004	08/30/2004 11:28:55
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	08/30/2004 11:52:05	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Assistant (OA)	GS	0203	7				
Position Number	Job Code	012345		CAN*	888888888		
TK Number*	11111	Base Salary		Total Salary			
Certificate Type*	MP						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice	Sally James	

ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientation Date		Duty Station		Hire Type	
Fingerprints Required					

COMMENTS

Comments/Status	
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- On Page 2, HR Specialist completes the relevant *pre-announcement* data fields in the Recruit & Selection section of the input sheet.

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RECRUIT AND SELECTION * Required fields


Advertise Job *	Yes	Readvertise Job	No
Ann Number		DEU Cert Number	
Date Ann Opened		Date DEU Cert Reqst'd	
Date Ann Closed		DEU Request Number	
Date to Select. Official		Date DEU Cert Issued	
Selection Date		Date DEU to Select. Official	
Date Selection Rec'd in HR		DEU Selection Date	
Type of Selection		Date DEU Cert Ret'd	
Selection Type		DEU Cancellation Date	
Job Offer Date		Cancellation Date	
Job Offer Response Date		Date QH Cert Issued	
SF-75 Info Required		EOD Date	
Date SF-75 Info Reqst'd		Multidisciplinary Pos.	No
Date SF-75 Info Rec'd		NIH 2028 Req. for Travel	
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	08/27/2004	Date Pre-Recruit Form Rcv'd	08/30/2004


- Click "*Partially Save*" button to save this partial information and close the workitem.

Recruit & Selection Process - HR Specialist Announces Job/Issues Cert/Selection Rec'd - Microsoft Internet Explorer

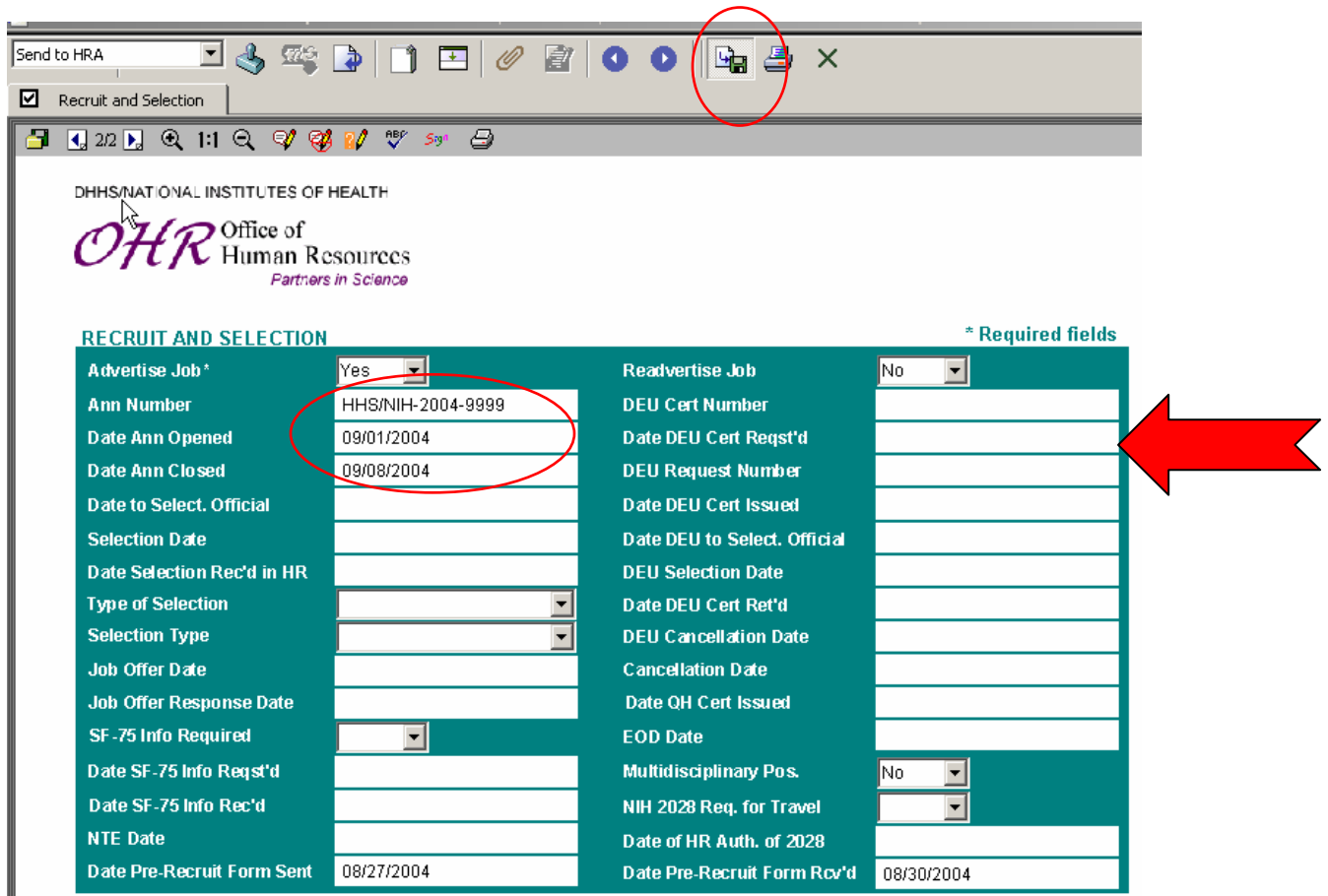
Send to HRA


☒ Recruit and Selection

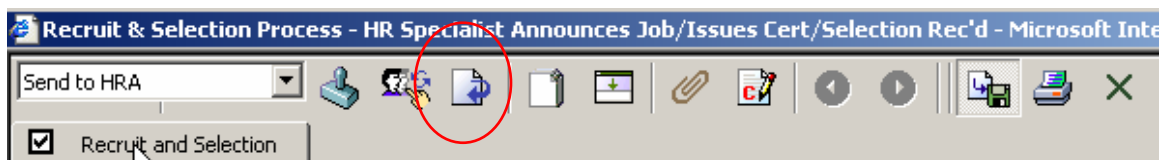
7. **When vacancy announcement is posted**, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on  to open Page 2.


IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 8 below.


8. HR Specialist updates input sheet by completing the relevant **vacancy announcement** data fields.



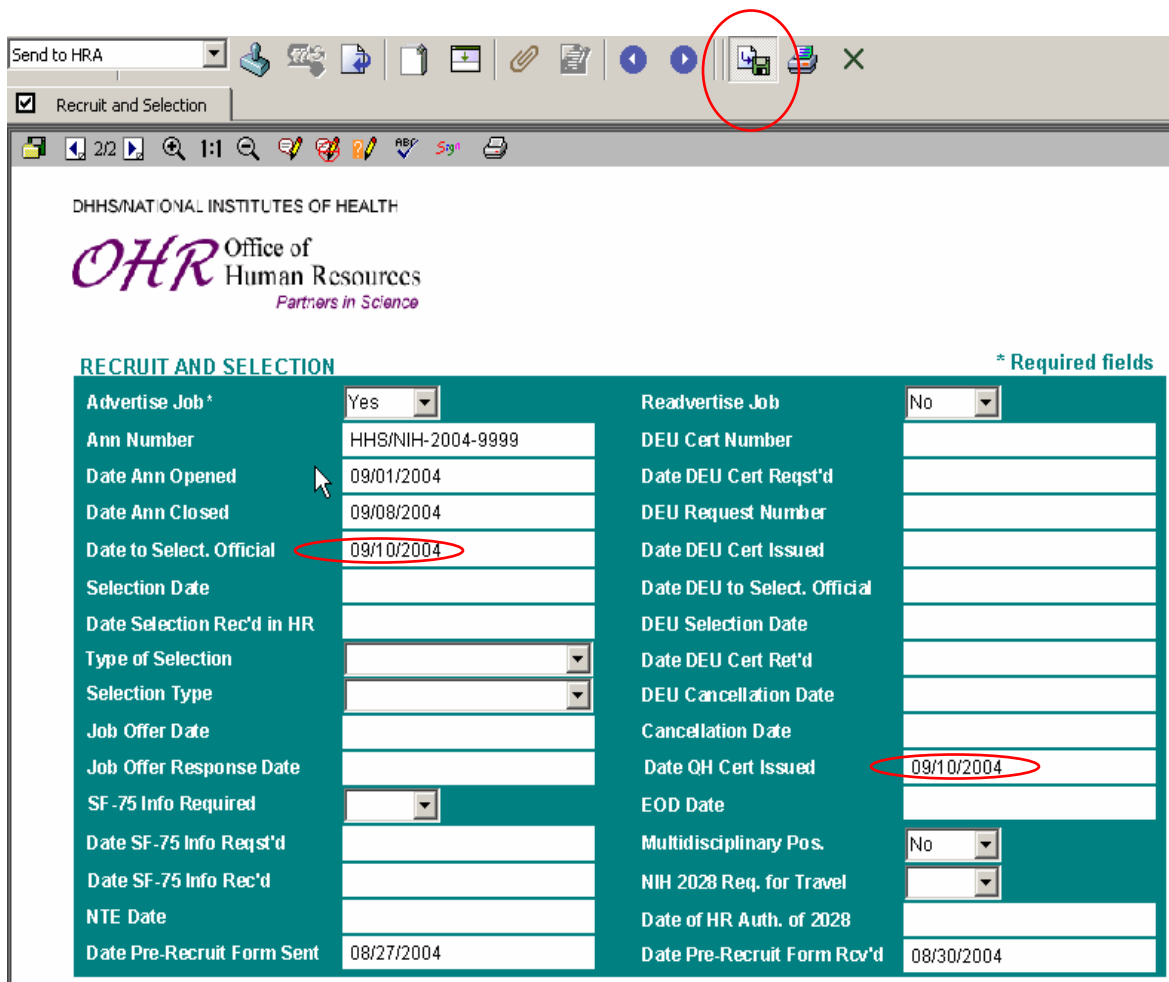
9. Click “**Partially Save**”  button to save this partial information and close the workitem.




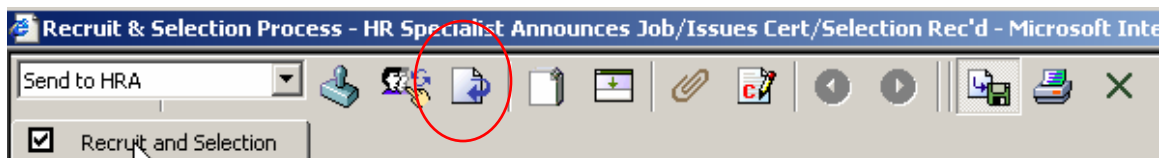
10. **When certificate is issued**, HR Specialist opens Recruit & Selection action to retrieve and update page 2 of the input sheet. From Page 1, click on  to open Page 2.

IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 11 below.


11. Update input sheet by completing relevant *certificate* data fields.



12. Click “**Partially Save**”  button to save this partial information and close the workitem.



13. *When certificate is returned by selecting official, job offer is made, and EOD is set, HR Specialist opens Recruit & Selection action to retrieve and update the two-page input sheet. (NOTE: These activities may need to be entered at different times to accurately reflect current status. If so, repeat steps 10-12 above and update the relevant data fields as often as necessary.)*

IMPORTANT: Immediately click on the “**Enable Editing**”  button, making sure that the button is selected as shown in screenshot number 14 below.

On Page 1, complete data fields as appropriate for the type of action. *This is an example of a selection that results in a promotion of selectee who is from outside HHS.*

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HR Specialist Announces Job/Issues Cert/Sele

TRANSACTION INFORMATION

* Required fields

WTS #	AO's Email Address*	Action Type*	Date SF-52 Rec'd	Date Entered
3680	sp47e@nih.gov	Recruitment/Selection	08/30/2004	08/30/2004 11:28:55
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/01/2004	
IIR Assistant*	Porter, Sharon	IIR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	08/30/2004 11:52:05	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
	John	E	Smith				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Clerk (OA)	GS	0203	6	5			
Position Number	54545454	Job Code	012345	CAN*	888888888		
TK Number*	11111	Base Salary	32206	Total Salary	34866		
Certificate Type*	MP						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster	
Human Resources Assistant (OA)	GS	0203	7	5			
New Base Salary	34791	New Total Salary	38742	Vice	Sally James		

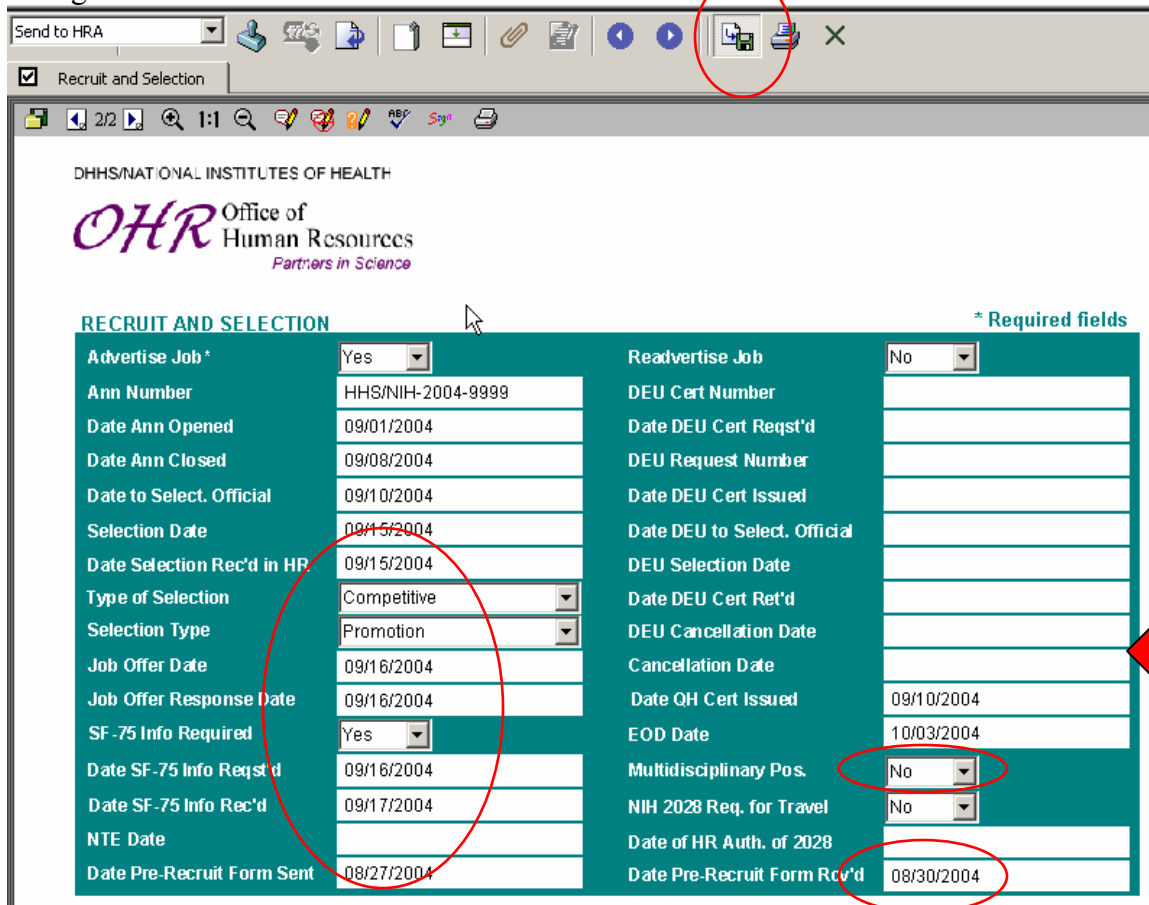
ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientation Date	10/04/2004	Duty Station	Bethesda, MD	Hire Type	Transfer from outside HHS
Fingerprints Required	No				

COMMENTS

Comments/Status	
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14. From Page 1, click on  to open and complete relevant *certificate and selection* data fields on Page 2.



Send to HRA

Recruit and Selection

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RECRUIT AND SELECTION

* Required fields

Advertise Job *	Yes	Readvertise Job	No
Ann Number	HHS/NIH-2004-9999	DEU Cert Number	
Date Ann Opened	09/01/2004	Date DEU Cert Reqst'd	
Date Ann Closed	09/08/2004	DEU Request Number	
Date to Select. Official	09/10/2004	Date DEU Cert Issued	
Selection Date	09/15/2004	Date DEU to Select. Official	
Date Selection Rec'd in HR	09/15/2004	DEU Selection Date	
Type of Selection	Competitive	Date DEU Cert Ret'd	
Selection Type	Promotion	DEU Cancellation Date	
Job Offer Date	09/16/2004	Cancellation Date	
Job Offer Response Date	09/16/2004	Date QH Cert Issued	09/10/2004
SF-75 Info Required	Yes	EOD Date	10/03/2004
Date SF-75 Info Req'd	09/16/2004	Multidisciplinary Pos.	No
Date SF-75 Info Rec'd	09/17/2004	NIH 2028 Req. for Travel	No
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	08/27/2004	Date Pre-Recruit Form Rec'd	08/30/2004

15. HR Specialist determines whether special pay process is necessary and follows either step “a” or step “b” below:

- a. If this case **does not** involve one or more special pays—ATM, 3Rs, PSP, and/or PCA—skip the “Proceed to Pay Process” and instead forward action directly to HR

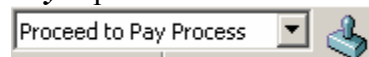
Assistant as follows: HR Specialist selects “*Send to HRA*” and clicks on  to forward the action to the HR Assistant for EHRP processing.



OR

- b. If this case **does** involve one or more special pays—ATM, 3Rs, PSP, and/or PCA—HR Specialist selects “*Proceed to Pay Process.*” If not, skip this step. If so,

HR Specialist selects “*Proceed to Pay Process*” and clicks on  to retrieve the *Pay* input sheet.

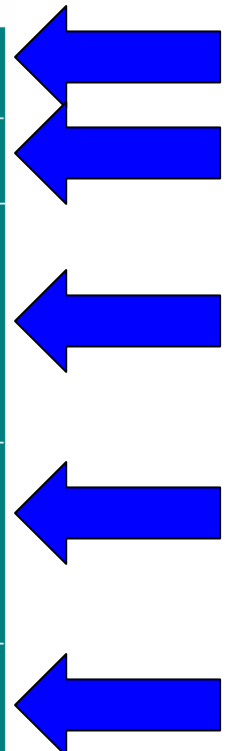



From Page 1, click on  to open and complete relevant **Pay** data fields on Page 2.




PAY (including ATM, 3Rs, PSP and PCA)

Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)*	<input type="text"/>	ATM Step	<input type="text"/>	Date ATM Initiated	<input type="text"/>
ATM Approved	<input type="text"/>	Date ATM Approved	<input type="text"/>		
3Rs	<input type="text"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Allow. Approved	<input type="text"/>	Relocation Allow. Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay*	<input type="text"/>	Scarce Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quals	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA*	<input type="text"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>	Mission Specific Allowance	<input type="text"/>



HR Specialist selects “**Submit**” and clicks on  to return the action back to the Recruit & Selection process in the HR Specialist’s worklist.

HR Specialist immediately opens Recruit & Selection action to retrieve the two-page input sheet and selects “**Send to HRA**” and clicks on  to forward the action to the HR Assistant for EHRP processing.

HR ASSISTANT

16. HR Assistant receives e-mail or WiTS pop-up notification of new workitem.
17. HR Assistant opens Recruit & Selection action to retrieve, review, and complete all remaining data fields relevant to this action on Page 1 of the input sheet as necessary.

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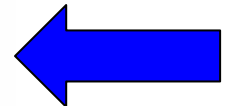


HRA processes EHRP action

TRANSACTION INFORMATION

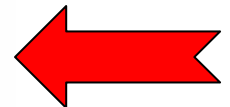
* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3680	sp47e@nih.gov	Recruitment/Selection	08/30/2004	08/30/2004 11:28:55
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	08/30/2004 11:52:05	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium



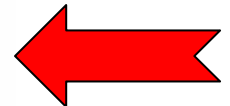
CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
9999966666	John	E	Smith				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Clerk (OA)	GS	0203	6	5			
Position Number	54545454	Job Code	012345	CAN*	888888888		
TK Number*	11111	Base Salary	32206	Total Salary	34866		
Certificate Type*	MP						



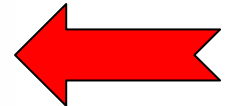
NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
Human Resources Assistant (OA)	GS	0203	7	5		
New Base Salary	34791	New Total Salary	38742	Vice	Sally James	




ORIENTATION INFORMATION

Orientation	Yes	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientation Date	10/04/2004	Duty Station	Bethesda, MD	Hire Type	Transfer from outside HHS
Fingerprints Required	No				




COMMENTS

Comments/Status	
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18. From Page 1, click on  to open, review and complete all remaining data fields relevant to this action on Page 2 of the input sheet as necessary.








19. On Page 2, HR Assistant reviews and completes any relevant data fields in the Recruit & Selection section of the input sheet and processes action in EHRP.




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RECRUIT AND SELECTION  * Required fields

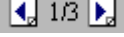
Advertise Job *	Yes 	Readvertise Job	No 
Ann Number	HHS/NIH-2004-9999	DEU Cert Number	
Date Ann Opened	09/01/2004	Date DEU Cert Reqst'd	
Date Ann Closed	09/08/2004	DEU Request Number	
Date to Select. Official	09/10/2004	Date DEU Cert Issued	
Selection Date	09/15/2004	Date DEU to Select. Official	
Date Selection Rec'd in HR	09/15/2004	DEU Selection Date	
Type of Selection	Competitive 	Date DEU Cert Ret'd	
Selection Type	Promotion 	DEU Cancellation Date	
Job Offer Date	09/16/2004	Cancellation Date	
Job Offer Response Date	09/16/2004	Date OH Cert Issued	09/10/2004
SF-75 Info Required	Yes 	EOD Date	10/03/2004
Date SF-75 Info Reqst'd	09/16/2004	Multidisciplinary Pos.	No 
Date SF-75 Info Rec'd	09/17/2004	NIH 2028 Req. for Travel	No 
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	08/27/2004	Date Pre-Recruit Form Rcv'd	08/30/2004

20. HR Assistant selects “Send to SPA” and clicks on  to forward Recruit & Selection action to the SPA.



Send to SPA 

SPA

21. SPA receives e-mail or WiTS pop-up notification of new workitem.
22. SPA reviews pages 1 and 2 and enters the **Effective Date** (and PSP/PCA dates if appropriate) on page 3 of the Recruit & Selection input sheet.
On Page 1  -- SPA reviews **Transaction Information, Current Employee/ Position Information, New Position Information, and Orientation Information** sections of the Recruit & Selection input sheet.

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SPA Finalizes EHRP Action

TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3680	sp47e@nih.gov	Recruitment/Selection	08/30/2004	08/30/2004 11:28:55
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	08/30/2004 11:52:05	Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
9999966666	John	E	Smith
Position Title	Pay Plan	Series	Grade
Human Resources Clerk (OA)	GS	0203	6
Step	Pay Band	Pay Cluster	
5			
Position Number	Job Code	CAN*	888888888
54545454	012345		
TK Number*	Base Salary	Total Salary	34866
11111	32206		
Certificate Type	MP		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade
Human Resources Assistant (OA)	GS	0203	7
New Step	New Pay Band	New Pay Cluster	
5			
New Base Salary	New Total Salary	Vice	Sally James
34791	38742		

ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Sharon Porter	Orientation Contact Phone Number	301-594-1462
Orientation Date	Duty Station	Bethesda, MD	Hire Type	Transfer from outside HHS
10/04/2004				
Fingerprints Required				
No				

COMMENTS

Comments/Status

CLASSIFICATION

Standard QC PD	Position Audited
Pos.Audit Start Date	Pos. Audit Type
Pos. Audit End Date	Date Class Started
Date of Class. Allocation	Date Class Completed
Date Position Number Req's'd	Date Job Code Requested
Date Position Number Rec'd	Date Job Code Received
New Position Number	New Job code

RETURN TO DUTY








Return To Duty Date

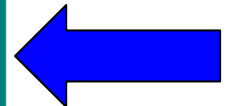
On Page 2  2/3  -- SPA reviews **Recruit and Selection** section of the Recruit & Selection input sheet.

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RECRUIT AND SELECTION

Advertise Job	Yes 	Readvertise Job	No 
Ann Number	HHS/NIH-2004-9999	DEU Cert Number	
Date Ann Opened	09/01/2004	Date DEU Cert Reqst'd	
Date Ann Closed	09/08/2004	DEU Request Number	
Date to Select. Official	09/10/2004	Date DEU Cert Issued	
Selection Date	09/15/2004	Date DEU to Select. Official	
Date Selection Rec'd in HR	09/15/2004	DEU Selection Date	
Type of Selection	Competitive 	Date DEU Cert Ret'd	
Selection Type	Promotion 	DEU Cancellation Date	
Job Offer Date	09/16/2004	Cancellation Date	
Job Offer Response Date	09/16/2004	Date OH Cert Issued	09/10/2004
SF-75 Info Required	Yes 	EOD Date	10/03/2004
Date SF-75 Info Reqst'd	09/16/2004	Multidisciplinary Pos.	No 
Date SF-75 Info Rec'd	09/17/2004	NIH 2028 Req. for Travel	No 
NTE Date		Date of HR Auth. of 2028	
Date Pre-Recruit Form Sent	08/27/2004	Date Pre-Recruit Form Rcv'd	08/30/2004



AWARDS

Award Type		Award Amount	
Justification		Nominating IC	
Individual/Group		Award Period Start Date	
Group Recipients		Award Period End Date	

CAREER CHANGE

Career Change Type		Reason for Change		NTE Date	
Other Reason				Career Change EOD Date	

RESIGNATION

Date of Resignation		Type of Separation	Resignation 	Date to ER Office	
Reason for Resignation					
Federal Benefits		Benefits Type		Date Exit Survey Info Sent	

LWOP

ER Related		Federal Benefits		Benefits Type	
LWOP NTE Date					

On Page 3  -- SPA reviews **Pay** section (only applicable if ATM, 3Rs, PSP and/or PCA apply to this action) of the Recruit & Selection input sheet.

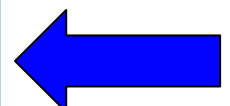
SPA enters **Effective Date** (and **PSP/PCA dates** if applicable) in **SPA Action Processing** section of the Recruit & Selection input sheet.

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PAY (including ATM, 3Rs, PSP and PCA)

Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)	<input type="text" value="No"/>	ATM Step	<input type="text"/>	Date ATM Initiated	<input type="text"/>
ATM Approved	<input type="text"/>	Date ATM Approved	<input type="text"/>		
3Rs	<input type="text" value="No"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Bonus Approved	<input type="text"/>	Relocation Bonus Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay	<input type="text" value="No"/>	Scarce Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quals	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA	<input type="text" value="No"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>		

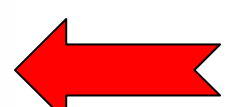


CHANGE IN SCHEDULE/HOURS

Tour of Duty Old	<input type="text"/>	Tour of Duty New	<input type="text"/>	Benefits Affected	<input type="text"/>
Hours per Pay Period Old	<input type="text"/>	Hours per Pay Period New	<input type="text"/>		
Date New Position Number Requested	<input type="text"/>	Date New Position Number Received	<input type="text"/>	New Position Number	<input type="text"/>

SPA PROCESSING

Effective Date*	<input type="text" value="10/03/2004"/>		
SPA PSP Start Date	<input type="text"/>	SPA PSP Stop Date	<input type="text"/>
SPA PCA Start Date	<input type="text"/>	SPA PCA Stop Date	<input type="text"/>



23. SPA selects "Action Completed" and clicks on  to complete the WiTS Recruit & Selection action to move it from the **Active** to the **Archived** bizcove.